

THE TULALIP TRIBES
Homeless Shelter
Job Description

JOB TITLE: **On-Call TULALIP HOMELESS SHELTER RESIDENT AIDE**

JOB NUMBER: **TTT- 061 -2007**

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent * (**Attach copies of all Education and/or Training with application**)
- * If applicant does not meet this education requirement, the Employment Department strongly encourages active participation in a GED / HS and or Training Classes offered.**

SKILLS:

- ☐ Must take initiative and use maturity for resolving and/or solving problems.
- ☐ Must have the ability to exercise independent judgment and initiative concerning house rules, policies, and procedures.
- ☐ Must be willing to assist and set a positive example to residents.

EXPERIENCE:

- ☐ Must have experience in working independently with minimal supervision.

OTHER REQUIREMENTS:

- ☐ Applicant may have no open cases involving Family Services or Beda?Chelh
- ☐ Have the ability to be observant of safety and/or fire hazards.
- ☐ Ability to positively interact with angry, upset, and/or intoxicated individuals.
- ☐ Must adhere to strict confidentiality of all information seen and/or heard.
- ☐ Must be able to report to work dressed neatly and cleanly
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as requested
- ☐ Must be able to commit to strive for an successful employment history with Tulalin Tribes or other employers

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Strength to lift objects weighing up to 25 lbs. occasionally.
- ☐ Mobility to bend, stoop, and/or climb stairs on an everyday basis.
- ☐ Tolerance to be exposed to hazardous cleaning chemicals and/or cleaning solvents.
- ☐ Tolerance to work in adverse weather conditions.

Tribal Department: Homeless Shelter

Employee Classification: Non-Exempt

Job Summary: Follow all policies and procedures of the Tulalip Tribes Homeless Shelter on resident rights, rules, incidents, activities, log reporting, and emergencies.

Employee Reports To: Tulalip Tribes Homeless Shelter Coordinator

Specific Duties Performed:

1. Reports to the Coordinator/Program Administrator, all telephone calls and resident activities relevant to the policies and procedures.
2. Responsible for enforcing house rules, policies, and procedures.
3. Orientates new residents to the house, fully explaining rules, policies, and procedures.
4. Maintains the cleanliness of the facility.
5. Dispense and monitors medication in accordance with set policies.
6. Attends all department meeting, workshops, and training as assigned by the Coordinator and/or Program Administrator.
7. Arranges and coordinates transportation for residents in emergency situations.
8. Responsible for linens issued, and returned by residents, upon entering or leaving the facility.
9. Informs the Coordinator/Program Administrator of all resident illnesses by recording any actions taken, temperatures, time, and date on daily log sheets.
10. Responsible for the completion of all paperwork associated with the job.
11. Ability to prepare meals in accordance with established meal schedules as necessary.
12. Upholds house rules, policies, and procedures of the Shelter.
13. Accurately completes incident reports as needed or requested.
14. Issue supplies to residents and maintains a current log book of supplies.

15. Performs other related duties as deemed necessary or requested.

Terms of Employment: On-Going, On-Call / Temporary

This is an on-call position, which will be filled when needed.

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.

Pay Range: \$13.35 Hourly

Opening Date: March 12, 2007

Closing Date: On-Going On-Call File